MINISTRY AND AGENCIES TRADE AND INDUSTRY INFORMATION EXCHANGE PROJECT (MATRIIX PROJECT)

USER MANUAL

OTHER GOODS

APPROVAL PERMIT APPLICATION

MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY

Prepared By

MITI

Oct. 2008
Version 2.1

SECTION A : INTRODUCTION

A-1-1 OVERVIEW

Approval Permit System is a system that provides these functions to users:-

- To computerizes and further improves AP application processing efficiency
- To facilitates users in applying for AP application.
- To promote paperless environment

A-1-2 OBJECTIVE

The objectives of Approval Permit Application system are:-

- To upgrade the availability and performance of the existing system so that it will function as an information centre on international trade.
- To provide a platform that allows the sharing of information between MITI and its agencies as well as its clients.
- To improve productivity and efficiency within MITI by introducing automated workflow applications.

A-1-3 SYSTEM BENEFIT

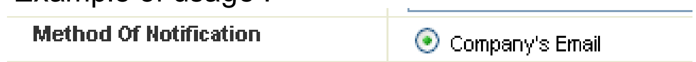
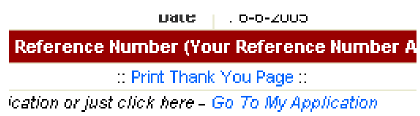
The benefits that user can get from Approval Permit Application system is:-

- To allow applicant to apply AP thru Online or Web.
- Tracking and monitoring of process and status.
- Immediate notification will be received and all the information will be kept in database for future references and easy to retrieve.

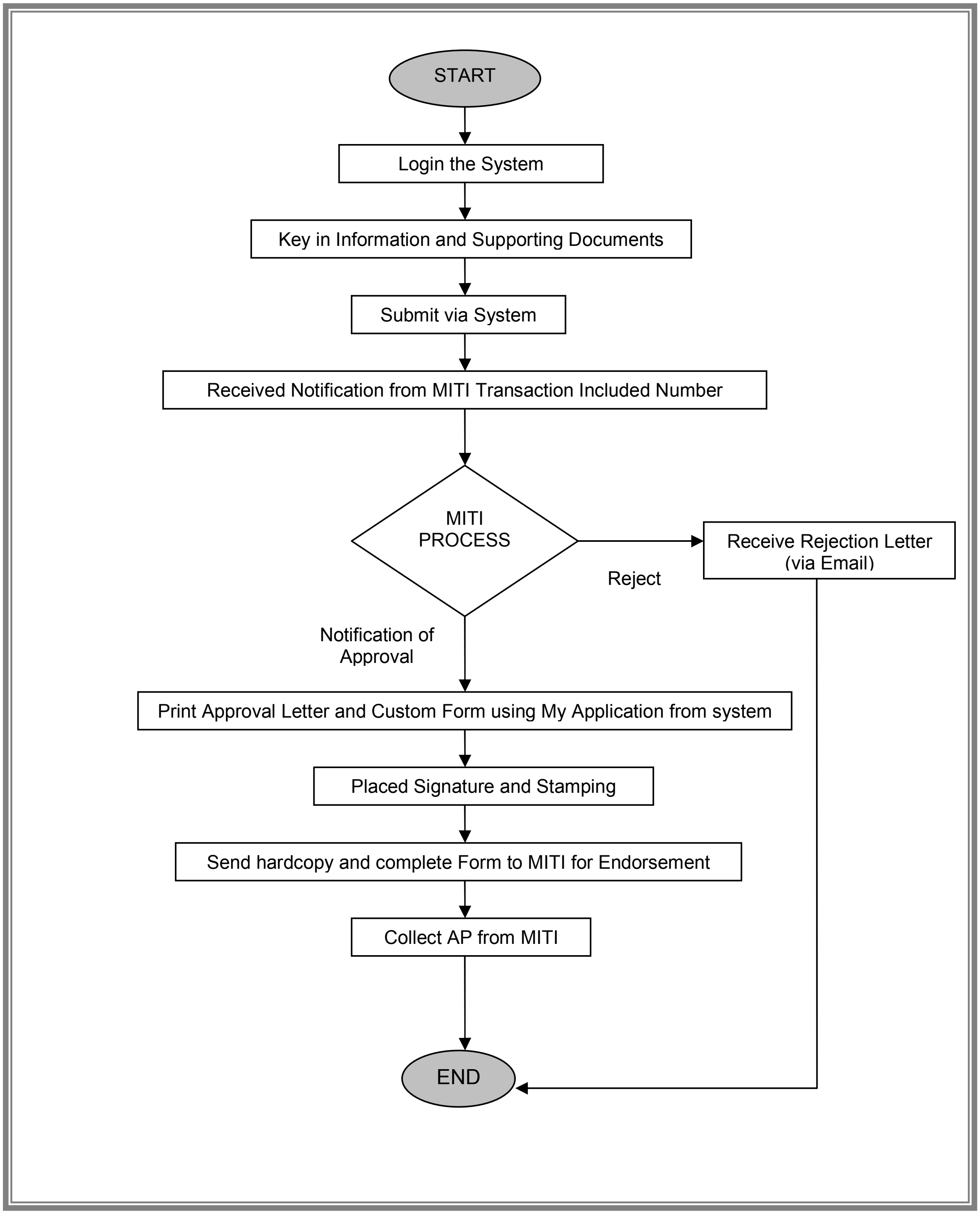
A-1-4 COMMON FIELDS AND DEFINITIONS

Some of the common fields and icons are available in the system screens as follows:

Field	Description
Input Field	• This Field requires the user to key in the necessary information based on its label • Examples of usage :  • Input Field with Asterisk (*) is mandatory field.
Radio Button	• This field requires the user either to select for enabling it

Field	Description
	or deselect for disabling it. The select and deselect actions can be done by clicking on the circle. Only one radio button can be selected at one time. • Example of usage : 
Check box	• Similar to radio button, this fields requires the user either to enabling it or disabling it. The select and deselect actions can be done by clicking on the square box. Example of usage : 
Dropdown List	• This field requires the user to select an option from the displayed list. These options will be displayed in the list by clicking the arrow down button. • Example of usage : 
Hyperlink	• The hyperlinks menu for the system is represented in Blue color. Click on the highlighted text and the system will automatically take action based on displayed text. 
Calendar	• This Icon  is use to select date. If user clicks at this button, calendar will pop up on screen. User can select the necessary date from the calendar. 

A-1-5 PROCESS FLOW DIAGRAM



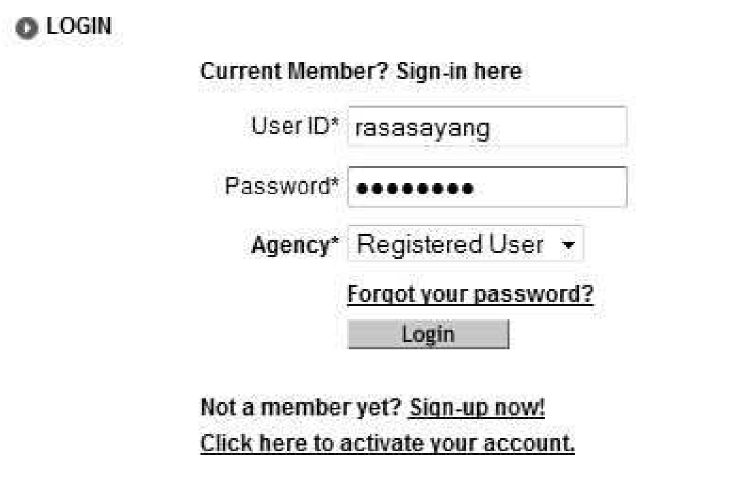
Accessing MITIIS Services

In order to access the MITIIS Services, you need to configure your browser to allow pop-up windows or remove any pop-up blocker installed.

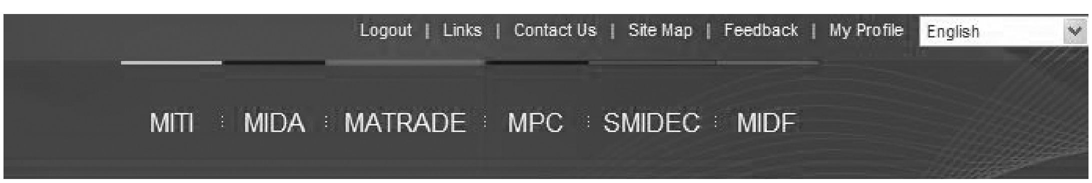
1. Go to http://www.miti.gov.my
2. Click on the login link to login to EKP.



3. Fill-in your User ID and Password and select Registered User as your Agency. Click Login.



4. Once logged in, you will be redirected to a dashboard called My Office.
5. You should change your password the first time you logged in. To change password, click on My Profile.



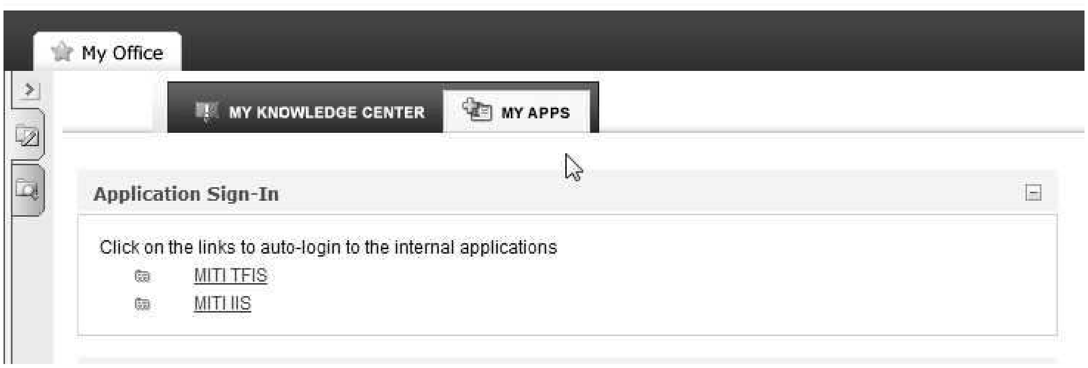
6. Scroll down to the end of the My Profile page, and you will see the Change Password form. Enter the fields requested and click on the Update button.



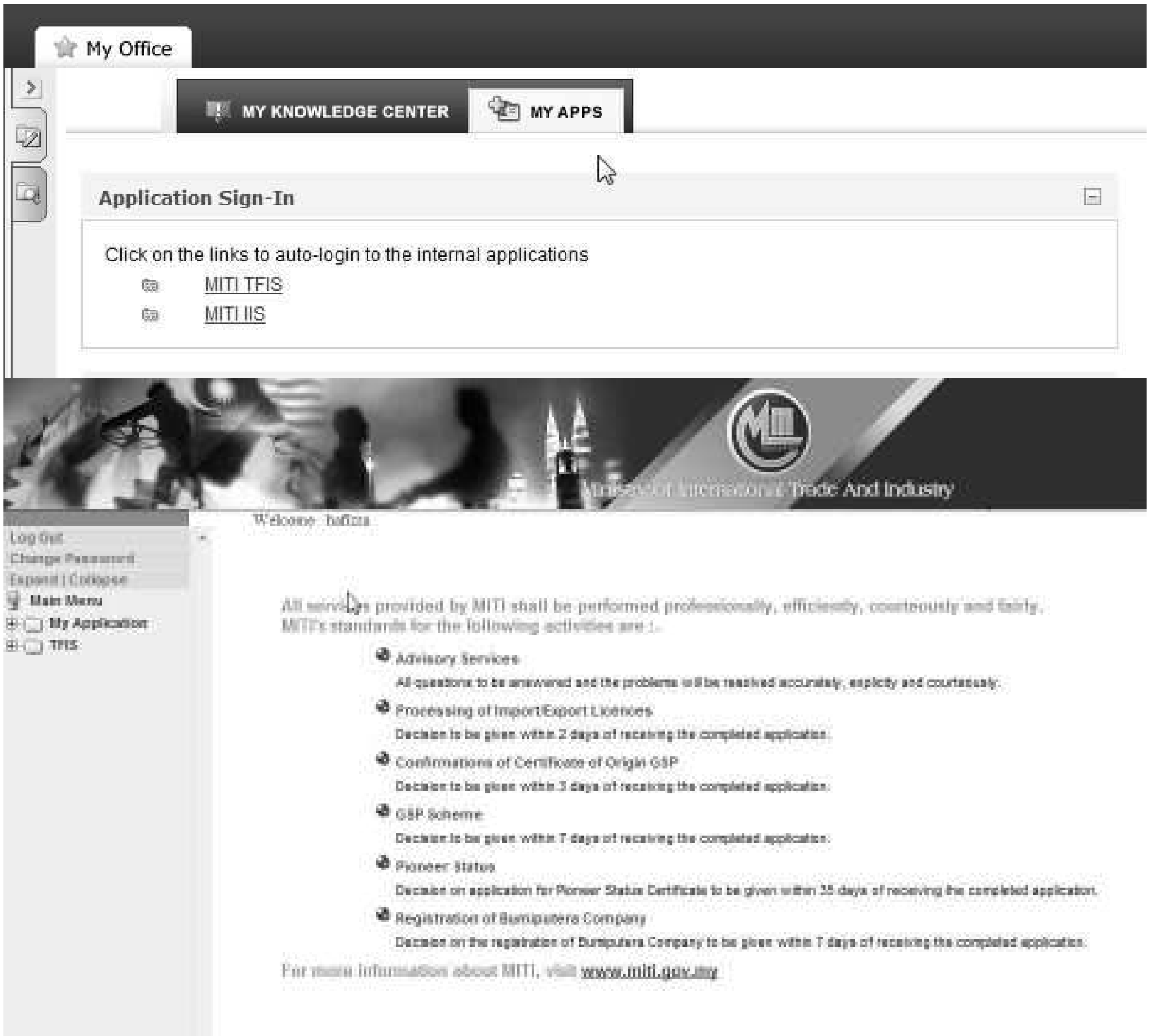
7. In My Office dashboard, click on My Apps to access MITIIS.



8. In the Application Sign-In portlet, click on MITI IIS or MITI TFIS to access the respective application.



9. The process will be continued with a pop up window from MITI Internal Application.


My Office
MY KNOWLEDGE CENTER
MY APPS
Application Sign-In
Click on the links to auto-login to the internal applications
MITI TFIS
MITI IIS
Trade And Industry
Welcome hafiza
Log Out
Change Password
Expand | Collapse
Main Menu
My Application
TFIS
provided by MITI shall be performed professionally, efficiently, courteously and fairly.
MITI's standards for the following activities are :-
Advisory Services
All questions to be answered and the problems will be resolved accurately, explicity and courteously.
Processing of Import/Export Licences
Decision to be given within 2 days of receiving the completed application.
Confirmations of Certificate of Origin GSP
Decision to be given within 3 days of receiving the completed application.
GSP Scheme
Decision to be given within 7 days of receiving the completed application.
Pioneer Status
Decision on application for Pioneer Status Certificate to be given within 35 days of receiving the completed application.
Registration of Bumiputera Company
Decision on the registration of Bumiputera Company to be given within 7 days of receiving the completed application.
For more information about MITI, visit www.miti.gov.my

Chapter A-2 AP IMPORT (OTHER GOODS)

A-2-1 WEB APPLICATION

Below is the step-by-step instruction for user to follow in order to process **AP (Other Goods)** on web application**.**

Steps

Step	Action
1.	From main page menu click on **TFIS – Import – Other Goods – Web Application.** **Result:** The AP Import **Other Goods** page will be displayed**.**  Figure A-2-1-1Other Goods Application screen
2.	Enter all the applicable fields**.** The details that should be entered are : • **Product Group** – Select from dropdown list. • **Sub-Category Group** – Select from dropdown list • **Number of JK69 to Be Process Is** –Key in no of JK69 that want to be process. • **Import Country from** – Select from dropdown list. • **MITI Branch** – Select from dropdown list. Click **Continue** to proceed the manual application or Click **Reset** to reset all the data entered. **Result**: **JK information** page will be displayed.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>


Figure A-2-1-2 : Other Goods Information Page
</td></tr>
<tr><td>3.</td><td>
To Proceed with JK69 Information :-
Application Details Section
Enter data from Consignor Details. The details that should be entered are :
</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>

- **Type –** Select from dropdown menu
- **Product Description** – Select from dropdown menu
- Click DISPLAY FACTORY DETAILS to view details of the factory or
- Click HIDE to hide factory details.

Consignor Details Section

Enter data from Consignor **Details.** The details that should be entered are:

- **Code –** ROC/ROB number
- **Name**
- **Address**
- **Postcode**
- **City**
- **Country –** select from dropdown list
- **State**
- **Telephone No.**
- **Fax Number**

The Asterisk (*) represent for mandatory field to be filled up.

Authorized Agent Detail Section

Enter data from **Authorized Agent Details.** The details that should be entered are :

- **Code –** ROC/ROB number
- **Name**
- **Address**
- **Postcode**
- **City**
- **State –** select from drop down list
- **Telephone No.**
- **Fax Number**

The Asterisk (*) represent for mandatory field to be filled up.

Other Detail Section

</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>
Enter all data from Others Details field. The details that should be entered are :

Purpose of Import – Select from dropdown list
Country of Origin - Select from dropdown list
Place of Origin - Select from dropdown list
Consigned From - Select from dropdown list
Tariff Code – Select from dropdown list
Mode of Transport - Select from dropdown list
Port Description – Select from dropdown list

Enter information from Malaysian Custom Tariff column.

Unit Cost C.I.F (MYR)
Total Value C.I.F (MYR) – Auto

Select button bellow.
<table>
<tr><th>If to</th><th>Action</th></tr>
<tr><td>Continue next page</td><td>

Click on 

 button to continue the next page.
If apply more than 1 JK, next new JK form will be displayed. Repeat the same step until the last JK.
At the last JK please key in method of Notification.



Figure A-2-1-3 : Method of notification

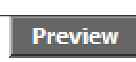
Key in on Declaration Field.

Name
IC / Passport Number
Designation
Telephone Number
Date – Click on Calendar button

Click on 

 button
Result: Supporting Documents page will be displayed.

</td></tr>
<tr><td>Preview</td><td>

Click on 

 button.

</td></tr>
</table>
</td></tr>
</table>

<table>
<tr><th>Step</th><th colspan="2">Action</th></tr>
<tr><td></td><td>details</td><td>• Result: Page will display all the entered details.
• At preview page, click on Print button to print preview page or click on Back to go to previous page.</td></tr>
<tr><td></td><td>Reset data</td><td>• Click on Reset button.
• Result : The data that user key in will reset</td></tr>
<tr><td></td><td>Go to previous page</td><td>• Click on Back button</td></tr>
<tr><td>4.</td><td colspan="2">If continue to next page, Supporting Documents page will be displayed.



Figure A-2-1-4 : Supporting Documents Page

Click on Browse... button to browse file located in your PC. If user wants to clear all the supporting documents, click on Reset button.</td></tr>
<tr><td>5.</td><td colspan="2">Click on the check box for declaration and then click at Submit button.
Result: Thank you page with Application Reference Number will be displayed.



Figure A-2-1-5 : Thank You Page</td></tr>
</table>

A-2-2 APPLICATION MYAPPS

Application **MyApps** provide facilities for applicant to allow them to monitor the status of their application submitted weather thru online or manual.

Steps

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>From User Main page click on Expand menu.
Result: The folder tree will be expanded.

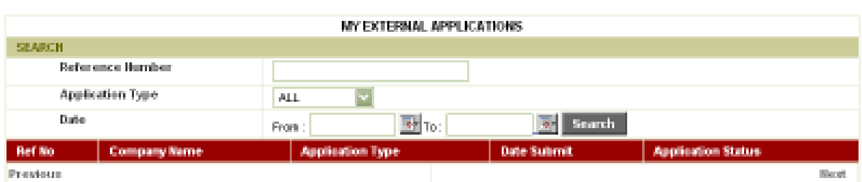

Figure A-2-2-1 : User's main page</td></tr>
<tr><td>2.</td><td>Click on the External Application menu under User folder.
Result: My External Applications with Application Applicant previous successful transactions will be displayed.


Figure A-2-2-2 : My Internal Applications page</td></tr>
<tr><td>3.</td><td>To search for a specific transaction, select the type of searching in the Search By drop down list and key in the appropriate value which are:
• Reference Number – Refer Appendix A
• Application Type</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>

- **Date** – key in date of transaction (dd/mm/yyyy format)

Result: The Application that user applies will be displayed.

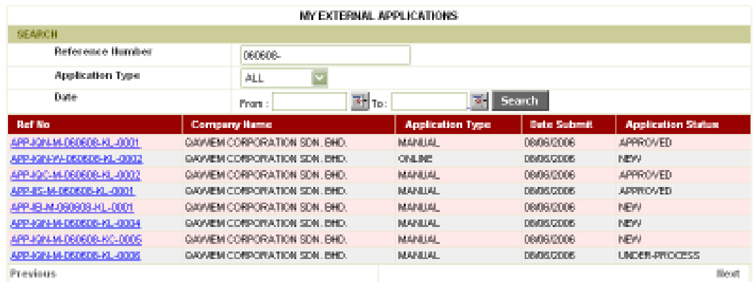


Figure A-2-2-3 : My External Application Result page

</td></tr>
<tr><td>4.</td><td>

Click on the **reference number** to view the application details.

Result: AP Application Preview will be displayed.

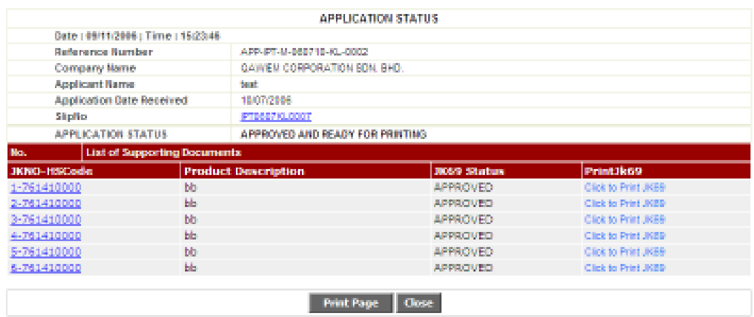


Figure A-2-2-4 : AP Application for preview.

</td></tr>
<tr><td>5.</td><td>

Check at Application Status, The status will be

Status	Action to take
New	-
Under Process	-
Query – Under Process	Refer on '**View Query Information'**
Rejected	-
Approve and ready to printing	Print the form – Click on '***click to print jk69'***
Approve and not ready to printing	-

</td></tr>
<tr><td>6.</td><td>

If user wants to print Approval Letter, Click Print Page button.

Result: The page will print.

</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>7.</td><td>If user wants to view supporting document click on supporting document link menu.
Result: Supporting document will be displayed.</td></tr>
<tr><td>8.</td><td>If user wants to view Application Detail, click on JK No -HS Code link menu.
Result: Application Details will be displayed.



Figure A-2-2-5 : Application Details</td></tr>
<tr><td>9.</td><td>If user wants to print the form JK69 click on ‘click to print jk69’.
Result: Data Form JK69 on PDF format will be displayed and ready to print.</td></tr>
</table>

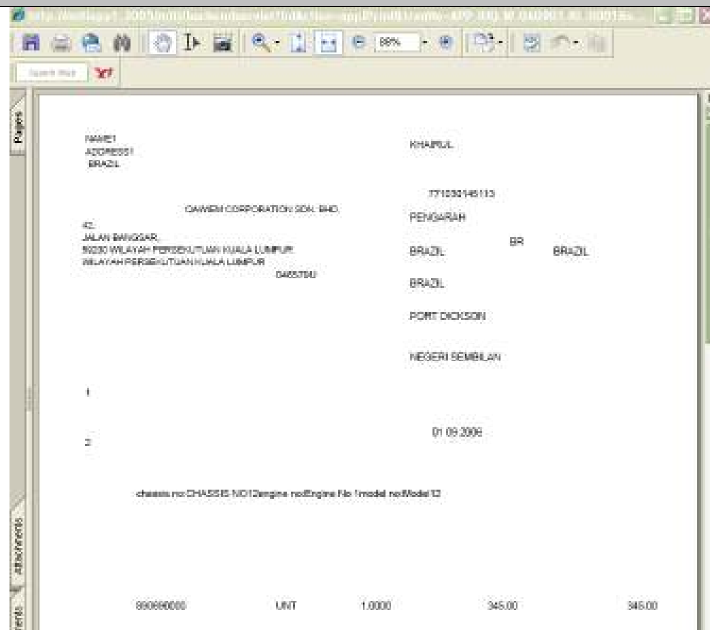
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>


Figure A-2-2-6 Data Form JK69 on PDF Format
</td></tr>
</table>

Chapter A-3 APPENDIX A

1. Reference for Transaction Number

APP-EK2-W-051228-KL-0005

a b c d e f

SECTION	DESCRIPTION
a	Type of module
b	Type of transaction
c	Type of submission
d	Date of submission
e	Branch code
f	Transaction running number

2. Reference for Counter Slip Number

I P V 0 5 0 6 K C 0 0 0 1

a b c d e

SECTION	DESCRIPTION
a	IPV – Code for AP
b	Year of submission
c	Month of submission
d	Branch code
e	Transaction running number

Chapter A-4 APPENDIX B

BASIC REQUIREMENTS TO PROCESS APPLICATION

NO	HARDWARE	SOFTWARE	DESCRIPTIONS	BRAND
1.	Scanner	Appropriate driver and software installed	To scan supporting documents and attach to the application according to the name of document in .jpg, .tif	Any.
2.	Dot matrix printer	Appropriate driver installed	Dot matrix printer is required to print gazette forms thru Myapps menu.	Any. By default, the setting will follow OKI Microline 390 FB brand.
3.	Network	Broadband	512 Kbps (recommended)	Any
4.	PC	Windows XP	Windows XP SP2	Microsoft
6.		Adobe Acrobat Reader V.6 (at least)	To view details that will display at forms and to print	

PRINTER SETTING:

1. Page scaling must be "Fit to printer margins"

2. Paper size must follow the exact size when printing. Go to Properties when window for printing appear , set paper size according to the color:

PRINTER SETTING FOR OKI MICROLINE 390 FB

TYPE	SUB TYPE	SETTING
Font	Print Mode	Courier
Font	Pitch	15 CPI
Font	Style	Normal
Font	Size	Single
General Control	Emulation Mode	EPSON LQ
General Control	Graphics	Uni-directional
General Control	Max Receive Buffer	8K
General Control	Paper Out Override	No
General Control	Print Registration	0
General Control	Operator Panel Functions	Full Operation
General Control	Reset Inhibit	No
General Control	Print Suppress Effective	Yes
General Control	Page Width	10.6"
General Control	Wait Time	1 sec
General Control	Eject Direction	Front
Vertical Control	Line Spacing	6 LPI
Vertical Control	Skip Over Perforation	No
Vertical Control	Auto LF	No
Vertical Control	Auto CR (IBM)	No
Vertical Control	Auto Feed XT (EPSON)	Invalid
Vertical Control	Page Length	12"
Vertical Control	Sheet Page Length	11 2/3"
Symbol Sets	Character Set	Set II
Symbol Sets	Code Page	USA
Symbol Sets	Language Set	ASCII
Symbol Sets	Zero Character	Unslashed
Symbol Sets	Slashed Letter 0	No

Chapter A-5 APPENDIX C

Basic PC Requirement

- Windows XP (recommended)
- Internet connection (broadband 512 Kbps or higher)
- Internet browser Internet Explorer
- Printer (to print letter)
- Scanner (to scan supporting documents).
- Adobe Reader V6 or higher.

Prerequisite to Begin Transaction

- Companies have to register with MITI to get ID number.
- Supporting documents are compulsory to attach for each applicants. transaction type

Feedback and Contact Information

Helpdesk

- 03-62034625 / 62000417 / 62000432

Email

- apbpm@miti.gov.my

For more information, visit

http://www.miti.gov.my

Chapter A-6 APPENDIX D

Definitions, Acronyms, and Abbreviations

This subsection provides the definitions of all terms, acronyms, and abbreviations required to properly interpret the user manual. This information may be provided by reference to the project's Glossary.

MITI	**M**inistry Of **I**nternational **T**rade And **I**ndustry
MITIIS	**M**ITI **I**ntegrated **T**rade and **I**ndustry **I**nformation **S**ystem
TFIS	**T**rade **F**acilitation **I**nformation **S**ystem
IIS	**I**ndustry **I**nformation **S**ystem
CO	**C**ertificate Of **O**rigin
AP	**A**pproved **P**ermit
CA	**C**ost **A**nalysis
GSP	**G**eneralised **S**ystem of **P**references
CEPT	**C**ommon **E**ffective **P**referential **T**ariff

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